



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
BOARD FOR LICENSING CONTRACTORS
500 JAMES ROBERTSON PARKWAY, SUITE 110
NASHVILLE, TN 37243-1150
(615) 741-8307 or 1-800-544-7693
www.state.tn.us/commerce/boards/contractors

RETIREMENT OF LICENSE APPLICATION

FEE: \$50.00 – [Two (2) Year]

Total Enclosed: _____

☐ **NEW** – Return with current license certificate and ID card.

☐ **RENEW** – Two Years; ☐ **RENEW** – One Year (if license has already been expired for six (6) years)

Contractor's License # _____ Expiration Date: _____

Company Name: _____

Address: _____

(Address Change: ☐ - No ☐ - Yes)

PRINT NAME

TITLE (Owner, President, etc.)

SIGNATURE

PROCEDURES

License must be current in order to retire. Complete the above portion, sign and return with the \$50.00, **nonrefundable**, retirement fee and your current license I.D. and certificate. (If license is expired, less than 12 months, please submit renewal fee (\$200.00) and late fees.)

A contractor's license may be retired annually, up to seven (7) years, by submitting \$25.00 for each year at renewal time (retire for two years each term; after retired for six years, submit for one year, only). Please be sure to renew retirement in order to retain renewal rights.

Note: To bring a license **out of retirement**, simply contact the Board office for the "Notice of Renewal" form or download from our website at:

<http://www.state.tn.us/commerce/boards/contractors/pdf/ContRenewalForm.pdf>

Complete the renewal and submit with \$200.00 and a financial statement (a CPA/PA is not required to complete unless the monetary limit **exceeds \$1,500,000**). For further information, you may refer to statute T.C.A. 62-6-126.